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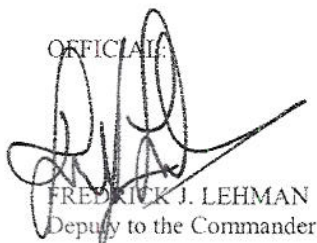
USAG Heidelberg Reg 25-60

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

Information Management: Records Management
Office Symbols

This regulation supersedes 26th Area Support Group Regulation 25-60, 20 October 2000

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Summary. This regulation prescribes policies, procedures, and responsibilities for the management and construction of office symbols.

Applicability. This regulation applies to the United States Army Garrison Heidelberg to include its indirect Garrison Darmstadt, Kaiserslautern and Mannheim.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-4000-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Director of Human Resources (DHR), USAG Heidelberg (IMEU-HEI-HRAS, 370-7144). Users may send suggestions to improve this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAG Heidelberg, IMEU-HEI-HRAS, Unit 29237, APO AE 09102-9237.

Distribution. Distribute to each staff element listed in this publication.

CONTENTS

- | | |
|-----------------------------------|---|
| 1. Purpose | Appendixes |
| 2. References | A. United States Army Garrison Heidelberg |
| 3. Responsibilities | B. United States Army Garrison Darmstadt |
| 4. Use of Office Symbols | C. United States Army Garrison Kaiserslautern |
| 5. Policy | D. United States Army Garrison Mannheim |
| 6. Construction of Office Symbols | |

1. PURPOSE

- a. This publication prescribes policy for the use and construction of office symbols throughout the USAG Heidelberg and its indirect Garrisons.
- b. Published office symbols are included in the Appendixes of this regulation.

2. REFERENCES

- a. AR 25-1, Army Knowledge Management and Information Technology Management.
- b. AR 25-50, Preparing and Managing Correspondence.
- c. AR 25-51, Official Mail and Distribution Management.
- d. AR 25-59, Office Symbols.

3. RESPONSIBILITIES

- a. The Director of Human Resources (DHR), USAG Heidelberg prescribes policy and procedures and issues implementing instructions on the use and construction of office symbols.
- b. Heads of directorates or agencies within the USAG Heidelberg and its indirect Garrisons will develop and forward to DHR proposed office symbols for approval and publication.

4. USE OF OFFICE SYMBOLS

Office symbols are used to identify the originators of correspondence throughout the Army commands. They are also used as part of the address when forwarding correspondence and mail to, from, or within the Army Commands.

5. POLICY

- a. Office symbols will be as short as possible.

- b. USAG Heidelberg commands office symbols will be constructed per paragraph 6.
- c. Office symbols will be used as a part of official mailing address.
- d. Changes to office symbols should be added or deleted when new organizational elements are created or the existing organizational elements are terminated, divided or merged.

6. CONSTRUCTION OF OFFICE SYMBOLS

- a. USAG Heidelberg commands office symbols will be constructed placing hyphens between the fourth and fifth and seventh and eight letters.
- b. Only alphabetic characters will be used to construct office symbols.
- c. Office symbols will be constructed in following sequence:
 - (1) The four letters, IMEU, indicate all parent staff agencies and subordinate elements of the United States Army Installation Management Agency, Europe Region.
 - (2) The fifth, sixth and seventh letter represent each Garrison, e.g. USAG Heidelberg (IMEU-HEI), USAG Darmstadt (IMEU-DAR), USAG Kaiserslautern (IMEU-KAI) and USAG Mannheim (IMEU-MAN).
 - (3) The eighth and ninth letters represent a staff division or branch, or a comparable organizational element in the Garrison organization (USAG Heidelberg (IMEU-HEI-ZA) (IMEU-HEI-HR)), (USAG Darmstadt (IMEU-DAR-ZA) (IMEU-DAR-HR)), (USAG Kaiserslautern (IMEU-KAI-ZA) (IMEU-KAI-HR)), (USAG Mannheim (IMEU-MAN-ZA) (IMEU-MAN-HR)).

APPENDIX A
USAG HEIDELBERG OFFICE SYMBOL

Title	Office Symbol
Command Group	
Commander	IMEU-HEI-ZA
Deputy to the Garrison Commander	IMEU-HEI-ZB
Command Sergeant Major	IMEU-HEI-CSM
Administrative Office	IMEU-HEI-AO
Headquarters and Headquarters Company	IMEU-HEI-HH
Directorate of Human Resources	
Civilian Personnel Services	IMEU-HEI-HR
Community Mail Room	IMEU-HEI-HRC
Military Personnel Services	IMEU-HEI-HRM
Army Career and Alumni Program	
Civilian Misconduct Action Authority	IMEU-HEI-HRCM
Education and Services	IMEU-HEI-HRE
Alcohol, Drug Prevention and Control	IMEU-HEI-HRA
Administrative Services Branch	IMEU-HEI-HRAS
Directorate of Morale, Welfare and Recreation	
Non-Appropriated Fund Support Management	IMEU-HEI-MW
Child and Youth Services	IMEU-HEI-MWN
Sports and Recreation Services	IMEU-HEI-MWC
Business	IMEU-HEI-MWR
Army Community Services	IMEU-HEI-MWB
	IMEU-HEI-MWA
Directorate of Plans, Training, Mobilization, and Security	
Plans and Operations	IMEU-HEI-PL
Security and Intelligence	IMEU-HEI-PLO
Training	IMEU-HEI-PLS
Airfield	IMEU-HEI-PLT
	IMEU-HEI-PLA
Directorate of Logistics	
Logistics Plans and Operations	MEU-HEI-LG
Supply and Services	IMEU-HEI-LGO
Maintenance	IMEU-HEI-LGS
Installation Food Service	IMEU-HEI-LGM
Transportation	IMEU-HEI-LGF
	IMEU-HEI-LGT
Directorate of Emergency Services	
Police/Provost Marshal Office	IMEU-HEI-ES
Fire Protection and Prevention	IMEU-HEI-ESP
	IMEU-HEI-ESF

Directorate of Public Works	IMEU-HEI-PW
Engineering	IMEU-HEI-PWF
Operations and Maintenance	IMEU-HEI-PWO
Environmental	IMEU-HEI-PWE
Housing	IMEU-HEI-PWH
Master Planning	IMEU-HEI-PWM
Business Operations/Integration	IMEU-HEI-PWB
Office of the Resource Management	IMEU-HEI-RMO
Program and Budget	IMEU-HEI-RMB
Manpower and Agreements	IMEU-HEI-RMM
Office of the Plans, Analysis and Integration	IMEU-HEI-PAI
Management Analysis	IMEU-HEI-PAM
Planning Integration	IMEU-HEI-PAP
Office of the Equal Employment Opportunity	IMEU-HEI-EEO
Office of the Government Relations Adviser	IMEU-HEI-GRA
Office of the Inspector General	IMEU-HEI-IG
Office of the Public Affairs	IMEU-HEI-PA
Office of the Religious Support	IMEU-HEI-RS
Safety Office	IMEU-HEI-SO
Office of the Internal Review and Audit Compliance	IMEU-HEI-IR
Directorate of Information Management (43d Signal Battalion)	IMEU-HEI-IM
District Works Council	IMEU-HEI-DW

APPENDIX B
USAG DARMSTADT OFFICE SYMBOL

Title	Office Symbol
Command Group	
Commander	IMEU-DAR-ZA
Deputy to the Garrison Commander	IMEU-DAR-ZB
Command Sergeant Major	IMEU-DAR-CSM
Administrative Office	IMEU-DAR-AO
Headquarters and Headquarters Company/Detachment	IMEU-DAR-HH
Directorate of Human Resources	IMEU-DAR-HR
Official Mail and Distribution Center	
Military Personnel Services	IMEU-DAR-HRM
Education and Services	IMEU-DAR-HRE
Directorate of Morale, Welfare and Recreation	IMEU-DAR-MW
Child and Youth Services	IMEU-DAR-MWC
Sports and Recreation Services	IMEU-DAR-MWR
Business	IMEU-DAR-MWB
Army Community Services	IMEU-DAR-MWA
Directorate of Plans, Training, Mobilization, and Security	IMEU-DAR-PL
Directorate of Logistics	MEU-DAR-LG
Logistics Plans and Operations	IMEU-DAR-LGO
Supply and Services	IMEU-DAR-LGS
Maintenance	IMEU-DAR-LGM
Installation Food Service	IMEU-DAR-LGF
Transportation	IMEU-DAR-LGT
Directorate of Emergency Services	IMEU-DAR-ES
Police/Provost Marshal Office	IMEU-DAR-ESP
Fire Protection and Prevention	IMEU-DAR-ESF
Directorate of Public Works	IMEU-DAR-PW
Engineering	IMEU-DAR-PWF
Operations and Maintenance	IMEU-DAR-PWO
Environmental	IMEU-DAR-PWE
Housing	IMEU-DAR-PWH
Master Planning	IMEU-DAR-PWM
Business Operations/Integration	IMEU-DAR-PWB

Office of the Plans, Analysis and Integration

IMEU-DAR-PAI

Office of the Equal Employment Opportunity

IMEU-DAR-EEO

Office of the Public Affairs

IMEU-DAR-PA

Office of the Religious Support

IMEU-DAR-RS

Safety Office

IMEU-DAR-SO

APPENDIX C
USAG KAISERSLAUTERN OFFICE SYMBOL

Title	Office Symbol
Command Group	
Commander	IMEU-KAI-ZA
Deputy to the Garrison Commander	IMEU-KAI-ZB
Command Sergeant Major	IMEU-KAI-CSM
Administrative Office	IMEU-KAI-AO
Headquarters and Headquarters Company/Detachment	IMEU-KAI-HH
Directorate of Human Resources	
Civilian Personnel Services	IMEU-KAI-HR
Official Mail and Distribution Center	IMEU-KAI-HRC
Community Mail Room	
Military Personnel Services	IMEU-KAI-HRM
Army Career and Alumni Program	
Civilian Misconduct Action Authority	IMEU-KAI-HRCM
Education and Services	IMEU-KAI-HRE
Alcohol, Drug Prevention and Control	IMEU-KAI-HRA
Directorate of Morale, Welfare and Recreation	
Non-Appropriated Fund Support Management	IMEU-KAI-MW
Child and Youth Services	IMEU-KAI-MWN
Sports and Recreation Services	IMEU-KAI-MWC
Business	IMEU-KAI-MWR
Army Community Services	IMEU-KAI-MWB
	IMEU-KAI-MWA
Directorate of Plans, Training, Mobilization, and Security	
Plans and Operations	IMEU-KAI-PL
Security and Intelligence	IMEU-KAI-PLO
Training	IMEU-KAI-PLS
Airfield	IMEU-KAI-PLT
	IMEU-KAI-PLA
Directorate of Logistics	
Logistics Plans and Operations	MEU-KAI-LG
Supply and Services	IMEU-KAI-LGO
Maintenance	IMEU-KAI-LGS
Installation Food Service	IMEU-KAI-LGM
Transportation	IMEU-KAI-LGF
	IMEU-KAI-LGT
Directorate of Emergency Services	
Police/Provost Marshal Office	IMEU-KAI-ES
Fire Protection and Prevention	IMEU-KAI-ESP
	IMEU-KAI-ESF

Directorate of Public Works	IMEU-KAI-PW
Engineering	IMEU-KAI-PWF
Operations and Maintenance	IMEU-KAI-PWO
Environmental	IMEU-KAI-PWE
Housing	IMEU-KAI-PWH
Master Planning	IMEU-KAI-PWM
Business Operations/Integration	IMEU-KAI-PWB
Office of the Resource Management	IMEU-KAI-RMO
Program and Budget	IMEU-KAI-RMB
Manpower and Agreements	IMEU-KAI-RMM
Office of the Plans, Analysis and Integration	IMEU-KAI-PAI
Management Analysis	IMEU-KAI-PAM
Planning Integration	IMEU-KAI-PAP
Office of the Equal Employment Opportunity	IMEU-KAI-EEO
Office of the Public Affairs	IMEU-KAI-PA
Office of the Religious Support	IMEU-KAI-RS
Safety Office	IMEU-KAI-SO

APPENDIX D
USAG MANNHEIM OFFICE SYMBOL

Title	Office Symbol
Command Group	
Commander	IMEU-MAN-ZA
Deputy to the Garrison Commander	IMEU-MAN-ZB
Command Sergeant Major	IMEU-MAN-CSM
Administrative Office	IMEU-MAN-AO
Headquarters and Headquarters Company/Detachment	IMEU-MAN-HH
Directorate of Human Resources	
Civilian Personnel Services	IMEU-MAN-HR
Official Mail and Distribution Center	IMEU-MAN-HRC
Community Mail Room	
Military Personnel Services	IMEU-MANI-HRM
Army Career and Alumni Program	
Civilian Misconduct Action Authority	IMEU-MAN-HRCM
Education and Services	IMEU-MAN-HRE
Alcohol, Drug Prevention and Control	IMEU-MAN-HRA
Directorate of Morale, Welfare and Recreation	
Non-Appropriated Fund Support Management	IMEU-MAN-MW
Child and Youth Services	IMEU-MAN-MWN
Sports and Recreation Services	IMEU-MAN-MWC
Business	IMEU-MAN-MWR
Army Community Services	IMEU-MAN-MWB
	IMEU-MAN-MWA
Directorate of Plans, Training, Mobilization, and Security	
Plans and Operations	IMEU-MAN-PL
Security and Intelligence	IMEU-MAN-PLO
Training	IMEU-MAN-PLS
Airfield	IMEU-MAN-PLT
	IMEU-MAN-PLA
Directorate of Logistics	
Logistics Plans and Operations	IMEU-MAN-LG
Supply and Services	IMEU-MAN-LGO
Maintenance	IMEU-MAN-LGS
Installation Food Service	IMEU-MAN-LGM
Transportation	IMEU-MAN-LGF
	IMEU-MAN-LGT
Directorate of Emergency Services	
Police/Provost Marshal Office	IMEU-MAN-ES
Fire Protection and Prevention	IMEU-MAN-ESP
	IMEU-MAN-ESF

Directorate of Public Works	IMEU-MAN-PW
Engineering	IMEU-MAN-PWF
Operations and Maintenance	IMEU-MAN-PWO
Environmental	IMEU-MAN-PWE
Housing	IMEU-MAN-PWH
Master Planning	IMEU-MAN-PWM
Business Operations/Integration	IMEU-MAN-PWB
Office of the Resource Management	IMEU-MAN-RMO
Program and Budget	IMEU-MAN-RMB
Manpower and Agreements	IMEU-MAN-RMM
Office of the Plans, Analysis and Integration	IMEU-MAN-PAI
Management Analysis	IMEU-MAN-PAM
Planning Integration	IMEU-MAN-PAP
Office of the Equal Employment Opportunity	IMEU-MAN-EEO
Office of the Public Affairs	IMEU-MAN-PA
Office of the Religious Support	IMEU-MAN-RS
Safety Office	IMEU-MAN-SO